



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Camp Pepin Assistant Counselor
Starting Rate: \$350/week; room and board
Employment Dates: June 4th to August 18th, 2025

FLSA Status: Seasonal
YMCA Leadership Level: Leader
Reports to: Camp Pepin Director, Program Staff

POSITION SUMMARY:

At Camp Pepin, Assistant Counselors play a key supporting role, working alongside Resident Counselors to create a safe, fun, and enriching experience for campers. Assistant Counselors assist in planning and leading activities, helping campers grow both personally and socially. While not responsible for high-risk activities (such as the target range, climbing, or waterfront areas), Assistant Counselors take the lead in low-risk settings, ensuring campers are engaged and cared for during everyday moments of camp life.

ESSENTIAL FUNCTIONS:

- Support and Supervise:** Assist Resident Counselors in the direction, supervision, and organization of campers, especially during low-risk activities, living unit routines, and general camp programming. Ensure campers' experiences align with camp goals and outcomes.
- Encourage Growth:** Apply basic youth development principles to interactions with campers, fostering positive relationships, open communication, respect for diversity, and empowerment. Provide guidance in daily living skills.
- Maintain Safety and Supervision:** Ensure campers are always appropriately supervised, with an awareness of their needs and well-being. Assist in enforcing safety guidelines during low-risk activities and general camp routines.
- Collaborate on Activities:** Assist in the planning, coordination, and execution of camp activities, contributing ideas and energy to create memorable experiences for campers.
- Promote Inclusion and Respect:** Actively contribute to creating an inclusive, respectful environment that embraces differences. Support the YMCA's commitment to equity and diversity in all camp activities and interactions.

YMCA COMPETENCIES (Leader):

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EXPECTED HOURS OF WORK

The expected hours for the Camp Pepin Assistant Counselor will be midmorning Sundays through Friday evenings. Junior Counselors will be with children and onsite 24 hours a day when camp is in operation. There are times when counselors will be off or away from children when camp is in session, though this will be scheduled by the camp director.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Visual/auditory ability to identify/respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of an Junior Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

TRAVEL

Camp Pepin Assistant Counselors will not be allowed to drive Camp's vehicles. If Assistant Counselors are under 18 years old, a parent/guardian must provide permission to travel with other staff members when not on duty.

QUALIFICATIONS:

1. Must be at least 16 years of age with prior experience at Camp Pepin.
2. Must be able to obtain or become certified in First Aid/CPR (camp will provide certification). Lifeguard certification is preferred but not required (camp offers certification).
3. Strong desire and ability to work with children in an outdoor camp environment, providing supervision and guidance in low-risk activities.
4. Excellent communication skills, with the ability to positively relate to both youth and adults, fostering a respectful and inclusive atmosphere.
5. Ability to assist in leading activities, interacting with campers of all age and skill levels, while offering clear instruction and support.
6. Capable of observing camper behavior, assessing appropriateness, and enforcing safety guidelines, with an understanding of basic behavior-management techniques.
7. Willingness to collaborate with senior staff and contribute to the planning and execution of engaging camp activities.
8. Ability to pass a background check and, if necessary, a motor vehicle check to ensure proper license and driving record.

AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____